



## New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	128	Manual Of Requirements For Children'S Group Homes	5/16/2014
Subchapter:	2	Approval Procedures	
Section	1	<b>Application for a certificate of approval (N.J.A.C. 10:128-2.1)</b>	

### §10:128-2.1 Application for a certificate of approval

(a) No person shall operate a children's group home that provides board, lodging, care and treatment services for children who are placed or financed by the Department or any other New Jersey State agency without first securing a certificate of approval from the Office of Licensing, except for homes that are subject to licensing or regulatory approval pursuant to State law by any other New Jersey State agency.

1. Each group home, supervised transitional living home serving six or more children, each teaching family home regardless of capacity and psychiatric community homes for children shall obtain an individual certificate of approval.

2. Each agency operating more than one treatment home or alternative care home, or more than one supervised transitional living home serving five or fewer children, shall secure and maintain a single certificate for all such homes in its program, along with a certificate for each approved home. The agency shall ensure and document that individual treatment homes, alternative care homes and supervised transitional living homes serving five or fewer children comply with the provisions of this manual.

(b) A home or agency applying to the Office of Licensing for an initial certificate of approval shall submit a completed application form to the Office, including the documentation specified in N.J.A.C. 10:128-4.1(a), (b) and (c), at least 45 calendar days prior to the anticipated opening of a home.

(c) A home or agency applying to the Office of Licensing for a renewal of its certificate of approval shall submit a completed application form to the Office, including the documentation specified in N.J.A.C. 10:128-4.1(d), at least 45 calendar days prior to the expiration of its existing certificate.

(d) An agency submitting an initial application for a certificate of approval for a psychiatric community home for children or subsequent renewal of that certificate shall pay the fee as described below. Checks shall be made payable to the

"Treasurer, State of New Jersey." No certificate of approval shall be issued by the Department until payment of this fee has been received by the Department. Failure to pay the renewal fee applicable to an existing certificate of approval shall result in the revocation of that certificate of approval. The fee schedule is as follows:

1. Initial and single renewal application is \$ 575.00; and
2. Renewal for each site for agencies with more than one psychiatric community home for children is \$ 287.50.

-End-